

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

### **LABOR LAW ENFORCEMENT SPECIALIST IV**

#### **SR- 22 / Oahu**

#### **Salary: \$4,088 monthly**

Consideration may be given to lower levels. See below for salary information

**Opening Date: March 28, 2016**

**Closing Date: Continuous**

An Equal Opportunity Employer

#### **RECRUITMENT INFORMATION**

Recruitment Number 16-062

Consideration may be given to lower levels:

Labor Law Enforcement Specialist III	(SR-20, Salary: \$3,779 per month)
Labor Law Enforcement Specialist II	(SR-18, Salary: \$3,497 per month)
Labor Law Enforcement Specialist I	(SR-16, Salary: \$3,231 per month)

#### **DUTIES SUMMARY**

**Labor Law Enforcement Specialist IV (LLES IV):** Includes the following types:

- (A) Independently conducts investigations of business establishments for compliance with State labor laws and rules administered by the program. Assignments generally involve large corporations with complex organizational structures and a large number and variety of occupational types.
- (B) Independently performs the full range of investigations, intake, education and certification activities for a district. Involves the full range of State labor laws and includes highly difficult and complex cases.
- (C) Serves as a working supervisor in performing investigation, intake, education and certification services. Involves planning and coordinating the program activities, providing input on budgetary and legislative matters, recommending revision to operating methods and guidelines, and supervising and training lower level enforcement specialists.
- (D) Independently conducts administrative hearings and informal pre-hearing conferences for simple to moderately difficult cases of complaints on alleged violations of labor laws enforced by the program and rendering a recommended decision after hearing.

**Labor Law Enforcement Specialist III (LLES III):** Includes the following types:

- (A) Independently conducts investigations of business establishments for compliance with State labor laws and rules administered by the program. Assignments are of average difficulty that generally involve small to medium sized business enterprises with limited levels of organizational hierarchy and occupational types and varieties.
- (B) Independently provide intake, educational and certification services which include receiving and reviewing all incoming complaints and determining applicable labor law(s).

**Labor Law Enforcement Specialist II (LLES II):**

Advanced trainee level. Extensive training on pertinent labor laws, rules, interpretations and opinions. Assignment range from simple to moderately difficult.

**Labor Law Enforcement Specialist I (LLES I):**

Entry trainee level. Receives formal and on-the-job training in State and related federal and county labor laws, rules and regulations, investigational techniques and methods and orientation relating to the objectives, policies and procedure of the program.

**MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

**To qualify, you must meet all of the following requirements:**

**BASIC EDUCATION REQUIREMENT for ALL levels:**

Graduation from an accredited four year college or university which included or was supplemented by completion of coursework in bookkeeping.

This training in bookkeeping may have been gained through a high school curriculum in bookkeeping, coursework at an accredited technical school or coursework from an accredited college or university in accounting. The course content in all cases must have included training in the preparation of financial statements.

Excess work experience as described under Specialized Experience, or any other responsible administrative, professional, or other analytical work experience which would provide knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

The applicant must also have education in bookkeeping as specified above or one year of bookkeeping experience which included the preparation of financial statements.

## **SPECIALIZED EXPERIENCE REQUIREMENT:**

None for **LLES I**, one-half ( $\frac{1}{2}$ ) years for **LLES II**, one and one-half ( $1\frac{1}{2}$ ) years for **LLES III** and for **LLES IV** two and one-half ( $2\frac{1}{2}$ ) years of progressively responsible professional work experience which involved the application of labor laws and rules as a primary function, in performing investigations, and/or enforcing and promoting compliance with state laws and rules pertaining to wage and hour; wages and hours of employees on public works; payment of wages and other compensation; family leave; and child labor.

Applicants for LLES III and IV require work experience as described above which involved knowledge and application of pertinent State of Hawaii labor laws.

---

The information provided represents a summary of the Class Specification and Minimum Qualification Requirements. Please view the information and requirements in their entirety. Click [class specifications](#) and [minimum qualification](#) to view. You can also obtain the information and requirements from the Department of Human Resources Development website at <http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

Click for [DLIR Civil Service APPLICATION \(Form HRD 315\) & Supplemental Questions](#)

or visit the Department of Labor and Industrial Relations, Personnel Office  
830 Punchbowl Street, Room 415  
Honolulu, Hawaii 96813  
(808) 586-9043

Recruitment Hours: Monday thru Friday 8:00am – 4:00pm  
Closed on State Observed Holidays

Submit completed APPLICATION and SUPPLEMENTAL QUESTIONNAIRE to:  
Department of Labor and Industrial Relations, Personnel Office, 830 Punchbowl St., Room 415, Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.